



Project Manager / HVAC & Plumbing Disciplines

Overview: A&B is seeking a qualified candidate for the position of Project Estimator. This position is responsible for project management from project selection, estimation and through to completion. This includes specifically, estimating, procurement, permitting and close out documentation. This position will also foster relationships with customers, suppliers, subcontractors, and inspectors to ensure the company maintains a positive business rapport.

Duties: Organizing bid opportunities and maintaining job files, preparation of both commercial and residential estimates. Also, organizing and soliciting equipment purchases and delivery, as well as material and service quotes from suppliers and subcontractors. Organizing and reviewing project submittals. Also responsible for ordering, receiving and tracking equipment and material. This position will provide support to the owner and various project foremen.

Responsibilities

- Organizing bid opportunities, review public and private invitations to bid.
- Prepare recommendations for project proposals based on project size, disciplines and schedule.
- Oversee and prepare job estimates.
- Perform material take-off to establish cost estimates with good knowledge of all project requirements, equipment, and materials required.
- Place orders for all equipment, materials and any other items required on each job. Work with Accounting to prepare PO's and Subcontractor agreements.
- Prepare all product submittals, track status and maintain electronic files.
- Coordinate delivery of equipment, materials and any other items.
- Solicit quotes for all required rental equipment, and coordinate delivery.
- Assist with receiving all equipment, materials and any other items ordered.
- Establish a vendor network of trusted suppliers with value propositions that enhance company growth.
- Develop and maintain relationships with approved subcontractors who effectively carry out contracted work.

Requirements

- HVAC and/or Plumbing Commercial Estimating experience 3+ years
- Demonstrated ability to read blueprints and specifications.
- Perform take-offs of scaled drawings and specifications.
- Proficiency with MS office [Word, Excel, PowerPoint, Project] and PDF files.
- Computer skills with estimating software experience preferred. QuoteSoft experience a plus.

Job Type: Full-time

Salary: Negotiable

Experience:



- Degree in construction management, architectural technology or related field.
- Minimum 3 years of experience in commercial construction estimating/take-off.
- Engineering/Construction Management experience preferred.

Benefits:

- Health / Dental / Vision insurance
- HSA Health Savings Plan
- Life Insurance
- AD&D plus Short-Term and Long-Term Disability
- Paid time off / Paid Holidays
- 401k Retirement Savings Plan